

DATE: December 10, 2004

TO: Region Engineers
Region Delivery Engineers
TSC Managers
Resident/Project Engineers
Region Construction Engineers

FROM: Larry E. Tibbits
Chief Operations Officer

John C. Friend
Engineer of Delivery

SUBJECT: Bureau of Highway Instructional Memorandum 2004-26
Documentation Requirements for Partial Payment for Materials
Stockpiled Off Site

Subsection 109.06 C. of MDOT's *2003 Standard Specifications for Construction*, and Section 108 of MDOT's April 2003 *Construction Manual* allow a contractor to request partial payment of certain materials stockpiled off site.

However, certain prefabricated structural components require MDOT quality assurance inspection according to the *Materials Quality Assurance Procedures Manual* (see BOH IM 2004-04, Acceptance/Rejection of Fabricated Structural Components Shipped to the Project Site). This instructional memorandum outlines the engineer and contractor's responsibilities for:

- Documenting inspections required in Subsection 109.06 C before partial payment.
- Documenting visual inspections and required care of material after the partial payment.

Documenting inspections required in Subsection 109.06 C before partial payment.

1. Project personnel must notify the Construction and Technology Support Area's Structural Fabrication Group when a contractor request partial payment of materials stockpiled off site.
2. The Structural Fabrication Group provides quality assurance inspection of prefabricated structural components to assure MDOT specifications and practices are met prior to shipment. Contact the following staff:
 - For prestressed/precast bridge related structural components, contact Al Hagen at 517-204-6689.
 - For structural steel components, contact Jeff Weiler at 517-322-1235.
3. The Structural Fabrication Group will notify the project personnel in writing that all material is stored for shipment and use in an acceptable condition.

4. Once project personnel receive this documentation, approve or deny partial payment based on specification compliance.

Documenting visual inspections and required care of material after the partial payment.

- The contractor is responsible for any loss or damage to the materials until they are incorporated into the work and accepted by the engineer.
- The engineer must visually inspect the materials for signs of damage that may occur because of shipping, handling and erection. Document this visual inspection on the inspector's daily report.
- As stated in Section 105 of the standard specifications, the engineer reserves the right to reject any shipped product showing visual signs of damage, or that does not meet specification requirements. If the shipped product is rejected, the engineer must notify the Structural Fabrication Group.

The Construction and Technology Support Area must be contacted by project personnel regarding the acceptability of structural components for which partial payment has been requested. For general fabrication questions, contact Steve Cook at 517-322-5709.

Chief Operations Officer

Engineer of Delivery

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